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7 August 1958

OFFICE OF PERSONNEL MEMORANDUM NO. 20-605-13

SUBJECT: Salary Adjustments During Rotational Assignments of  
Scientific and Engineering Personnel

1. The Civil Service Commission has authorized payment of advanced salary rates to certain scientific and engineering personnel in the classified service. An employee must be qualified in a scientific or engineering category and occupy a position in the particular category to qualify for these rates.

2. Though it is the Agency's policy to adopt the advanced rates and to follow classified Civil Service principles when practicable, the necessity for rotation of scientific and engineering personnel into general intelligence positions has required the establishment of a broader Agency policy which will facilitate rotation by giving scientific and engineering personnel more protection and encouragement.

3. Employees rotated from scientific or engineering positions to other professional positions will be reassigned without reduction in pay and, if promoted while on such rotational assignment, will receive the minimum rate authorized for the higher grade scientific or engineering position at the time of promotion, or such higher rate as is necessary to give the employee a salary increase of at least one step, provided:

a. The total number of employees in a Career Service who are receiving the advanced rates while on rotational assignment does not exceed 10% of the total scientific and engineering positions in that Career Service, and

b. The rotational assignment of such employees does not exceed three continuous years nor an aggregate of three years in a total of nine years.

4. Scientific or engineering employees who have been rotated prior to the effective date of this OPM will be granted the advanced rates provided they occupied Agency scientific or engineering positions after 29 December 1955. These employees must be rotated back to scientific or engineering positions within three years from the date of rotational assignment, to retain the benefits of this policy.

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5. Employees granted advanced rates during rotational assignments will revert to normal pay policies when permanently assigned to non-scientific or engineering positions. Personnel carried in rotational assignments for three continuous years or an aggregate of three years in a total of nine years will also revert to normal pay policies when these time limits are exceeded.

6. The Head of the Career Service, or other official designated by him, who requests the rotational assignment of personnel under this policy, will indicate on the Personnel Action Request, Form 1152, the approximate duration of the assignment and will specify by title, code, and position number the position to which the employee will return upon completion of the rotational assignment. This provision ensures that a suitable position is planned for the individual at all times. The designated position may be changed if necessary. The "To" side of the Form 1152 will show the position title, code, and number of the position to which assigned with the scientific or engineering title of the incumbent in parentheses.

7. The effective date of this OPM is 20 June 1958. No actions will be made retroactive to an earlier date.

8. The Director of Personnel may grant exceptions to this policy which are in the best interests of the Government.



Gordon M. Stewart  
Director of Personnel

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